

Updated Action Plan for Vale of Glamorgan Council

Audit date: 13-14 September 2011

Action Plan updated: 14 February 2013

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.14(i) Further develop the documented procedure for the appointment and authorisation of officers to include the means by which officer competence is assessed. [The Standard – 5.1]	31/03/12	Procedure to be written and approved.	Completed	Documented procedure for the appointment and authorisation of officers was developed and issued on 31/03/12.
3.1.14(iii) Maintain records of relevant academic qualifications and training of each authorised officer in accordance with the Feed Law Code of Practice. [The Standard – 5.5]	31/03/12	Lead feed officer to maintain spreadsheet of officer training and qualifications.	Completed	Spreadsheet comprising officer qualification and training records was being completed and maintained by the lead feed officer.
3.1.19(i) Ensure accurate information of feed law enforcement activity is reported in official returns to the Agency. [The Standard – 6.3]	Completed	Auditor comments in relation to warning letters noted and will be reflected in next return.	Completed	The returns submitted to the Agency now reflect the number of warning letters issued. All written communications with businesses, which contain legal requirements, are being recorded as written warnings.
3.1.19(ii) Develop, maintain and implement a procedure to ensure that the feed premises database is accurate, reliable and up to date. [The Standard – 11.2]	31/03/12	Procedure to be written and approved.	Completed	Feed database accuracy procedure was developed and issued on 31/03/12.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.6(i) Ensure that feeding stuffs premises inspections are carried out at a frequency which is not less than that determined under the relevant inspection rating system and in accordance with the legislation, Feed Law Enforcement Code of Practice or centrally issued guidance. [The Standard – 7.1]	31/03/12	Yearly inspection plan to be produced for next financial year. Lead feed officer to monitor visits undertaken by officers.	Revised date for completion: 31/10/13	A list of inspection is generated at the beginning of the financial year. Low risk premises visited when animal health visits are due. Due to pressures on the Service an external contractor is due to be appointed to assist with the inspection programme targets.
3.2.6(ii) Carry out interventions/inspections and approve or register feed establishments in accordance with relevant legislation, the Feed Law Enforcement Code of Practice and centrally issued guidance. [The Standard – 7.2 and 7.3]	31/03/12	Already being done by authority at time of audit, although additional detail required to demonstrate assessment of compliance.	Revised date for completion: 31/10/13	Additional information is being recorded by officers in relation in relation to interventions. Inspection records to be further reviewed to ensure that the size, scale and nature of the business and comprehensive details of the inspection carried out are recorded by officers.
3.2.6(iii) Ensure that all observations and/or data obtained in the course of an inspection are recorded in a timely manner to prevent loss of relevant information, in accordance with the Feed Law Enforcement Code of Practice. [The Standard – 7.5]	31/03/12	Existing checklist to be developed/reviewed to ensure further recording of information relating to inspections.	Revised date for completion: 31/10/13	The inspection checklist was further developed to ensure officers fully record inspection findings. Further internal monitoring to be undertaken to ensure comprehensive details are recorded.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.13 Develop a documented sampling programme for feed sampling to reflect the risk based feed sampling already undertaken in accordance with the National Enforcement Priorities. [The Standard – 12.4]	31/03/12	Sampling programme to be developed.	Completed	Feed sampling programme has been developed and is being implemented.
3.2.23 Set up, maintain and implement a documented procedure for initiating and responding to feed alerts in accordance with the Feed Law Enforcement Code of Practice and centrally issued guidance and to reflect the Service's current operational practices. This procedure should also include out of hours contact arrangements. [The Standard – 14.1]	31/03/12	Lead feed officer to create procedure.	Completed	Feed alert procedure was developed and issued On 30/09/12.
3.3.3 Fully implement its documented internal monitoring procedure to ensure quantitative and qualitative monitoring of feed law enforcement activities is undertaken across all areas of the Standard. The procedure should reflect the monitoring activities already undertaken in practice and should be aimed at verifying the Service's conformance with relevant legislation, official guidance and the Standard. Records of monitoring checks should be maintained. [The Standard -19.2 and 19.3]	31/03/12	Procedure to be implemented.	Completed	Internal monitoring procedure has been implemented with details of all monitoring activities recorded.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.3.5 Maintain up to date accurate records for all feed establishments and relevant checks in accordance with the Feed Law Enforcement Code of Practice, including all records of inspection and determinations of compliance carried out by authorised officers. [The Standard – 16.1]	31/3/2012	Already in place at time of audit although additional detail required to demonstrate assessment of compliance.	Revised date for completion: 31/10/13	Additional information is being recorded by officers in relation to intervention. . Inspection records to be further reviewed to ensure that the size, scale and nature of the business and comprehensive details of the inspection carried out are recorded by officers in accordance with official guidance.